

Guidelines for Earth Day video submissions:

- Videos need to be shared as .MP4 or .MOV file format or link to video platform (ex: YouTube). If possible, be sure to record in high-definition video (1920 x 1080).
- Be sure to film in landscape over portrait orientation.
- Remember to identify yourself and/or the organization in the beginning of each video. Please include your name, organization, and full job title.
- Keeping the camera stable and level is vital; use a tripod whenever possible. Remember that camera jiggles are more apparent in telephoto shots; take extra care in zooms and close-ups.
- Consider background distractions, lighting, and noise impacts while filming.
- Videos should be able to stand on their own and adequately present their topic
- It is generally better to record the audio separately, by doing a voice-over in a studio or other quiet room. With a voice-over, you watch the video and record the sound that explains what is happening.
- All material presented in the videos (including soundtrack) should be original or the original creators should have given permission to use it.
- Always include references or external hyperlinks to provide additional content to video descriptions.
Optional: provide contact information.
- Videos should be 2-20 minutes in length and be narrated in English.

Example Video Format:


1. Topic Introduction: A 30 second – 1 minute video that gives an overview of the larger topic being discussed.
 - a. Note: Introduce yourself and (optional) location in the video.
2. Presentation: A 2 minute+ video demonstrating a technique, exercise or discussing a topic.
3. Conclusion: 1 minute video wrap-up to remind viewers what they have learned and provide any additional follow-up information (ex: "Don't forget to visit...")

Recording Presentations on Zoom: (Visit [Zoom Support](#) for more information)

Prerequisites for Zoom recordings- Basic (Free) account or above and Zoom desktop client for Windows, macOS, or Linux, version 2.0 or higher. MUST be recorded on a computer not a mobile device (i.e. tablet, Ipad, cell phone).

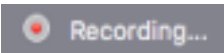
How to start a recording on Zoom

The host must record the meeting or grant the ability to record to a participant.

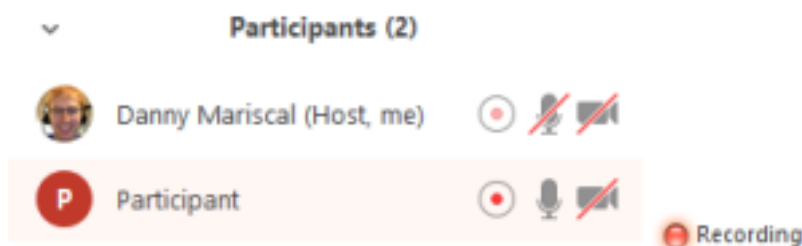
1. Start a Zoom meeting as the host.
2. Click Record .
3. If there is a menu, select Record on this Computer.

Hosts will see the following recording indicator in the top-left corner while recording is active.

Participants will see the following indicator in the top-left corner while the recording is active.



4. Click Participants to see which participants are currently recording.



Note: Dial-in participants will hear a message informing them that the meeting is now being recorded unless disabled by the host.

5. After the meeting has ended, Zoom will convert the recording so you can access the files.
6. Once the conversion process is complete, the folder containing the recording files will open.

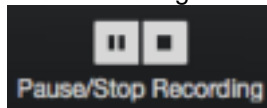
Note: By default, the recording files are formatted a certain way. The audio/video file (MP4) will be named video[random number].mp4. The audio only file (M4A) is named audio [random number].m4a. Additional notes:

- **If the meeting unexpectedly shuts down or if the conversion process is interrupted, the recording files could become corrupted and non-recoverable.** Restarting or shutting down your computer, putting the hard disk to sleep, or closing your laptop will interrupt the conversion process.
- If the conversion process is not successful after the meeting has ended, you can try to manually convert the recording.
- You can record the meeting in different layouts including Active Speaker, Gallery View, and shared screen.
- After the file has completed converting, if you choose to rename the file from the default naming convention, we recommend you use a unique file name that includes the topic and save it in a separate folder on your computer.
- Depending on file size, coordinate with partners on ways to share your recording.
 - If your file is too large to attach to the video submission form, please contact: sustain@bloomington.in.gov.

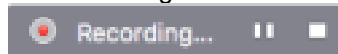
How to stop or pause a local recording

During a Zoom recording, a participant can Stop or Pause the recording. If a participant stops the recording and starts it again, a new video file will be created for the next recording segment. If a participant pauses the recording and starts it again, Zoom will record to the same video file for the recording segment.

1. After a recording has been started, click Pause or Stop Recording at the bottom.

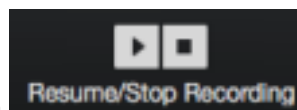


The recording can also be stopped or paused by clicking the indicator in the top left corner.



Recording Paused

2. When a recording is paused, the following indicator will be displayed in the meeting.



3. To resume the recording, click Resume Recording at the bottom

The recording can also be resumed by clicking the indicator in the top left corner.



4. After you stop the recording, you can access the local recording files on your computer.